

### College Internship Program Application Form

Name: \_\_\_\_\_  
Last First Middle Initial

RUID: \_\_\_\_\_ Declared Graduation Date (Month/Year): \_\_\_\_\_

Official Rutgers Email ONLY: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you an international student? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please attach CPT form with the bottom portion completed. The top portion will be completed by our office.

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#### Internship Information

Semester in which you wish to be registered in this internship: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Institution Department or Unit

\_\_\_\_\_ to \_\_\_\_\_  
Anticipated Dates (mm/dd/yy) of Internship Anticipated # of hours per week

Give a brief description of your responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Will you receive any type of pay for the internship? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please describe. (Ex. hourly wage, stipend) \_\_\_\_\_

#### Internship Supervisor's Contact Information

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Daytime Phone Website URL Email

If approved, you and your supervisor will receive email confirmation.

\_\_\_\_\_  
Student Signature Date

## KEEP THIS PAGE FOR YOUR RECORDS

### Policies Governing Internship Registration for SAS Students

#### Program requirements:

- 1) Participants must be currently enrolled Rutgers-New Brunswick students in their sophomore, junior, or senior year.
- 2) During the semester the student is registered for the internship, the student must be a full-time student **excluding** the one credit internship registration.
- 3) Students must be in good academic standing.
- 4) Students must find and apply for the internship on their own; SAS Office of Academic Services does not assist students in identifying or procuring internships.
- 5) The organization offering the internship must require that the student be registered as a condition for the internship.

#### Program Information:

- 1) The course registration is for E1 credit (credits that appear on the transcript, but that do not count into the credit total for graduation nor is the grade computed into the GPA) and is available only during the Fall or Spring terms. Students completing summer internships typically register during the following fall semester. The course title is Internship and the course number that will appear on the student's transcript is 01:090:200.
- 2) The course is graded on an S/U basis (Satisfactory or Unsatisfactory). The grade is determined by an evaluation that will be completed by the internship supervisor at the conclusion of the internship.
- 3) The Internship may appear only once in any one semester. For example, Summer counts as Fall for this purpose, and Winter counts as Spring.
- 4) Students wishing to withdraw from the internship registration must submit a request in writing to the SAS Office of Academic Services at least two weeks before the end of the internship as stated on the application. Students wishing to withdraw without a "W" from the internship registration must submit a request in writing to the SAS Office of Academic Services no later than the end of the first week of the internship as stated on the application. Students who do not meet the stated deadlines for dropping or withdrawal and who do not complete the internship will receive a grade of "U."

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